



## NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

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### MEMORANDUM

**TO:** Consultants

**DATE:** June 12, 2013

**SUBJECT:** Archaeological Report Submittals

**FROM:** Edna Feighner, Review and Compliance Coordinator

**Cc:** Richard Boisvert, State Archaeologist  
Tanya Krajcik, Records Coordinator  
Chris St Louis, Review and Compliance Program Specialist

In the past few years the Division of Historical Resources (DHR) has seen a rise in the inconsistency with report submittals.

Please advise clients that we require an original bound hard copy of the formal report and hard copies of the short forms, in addition to electronic submissions of the short form and bibliography form sent to Tanya Krajcik, this means that you should provide your client with 2 (two) bound hard copies. Advise your clients that sending photocopied reports is unacceptable and will delay project review. Hard copies of all information should be mailed to our office at the address provided above.

Also, of important note, all reports should contain language on their cover and title page that states:

**THIS REPORT CONTAINS CONFIDENTIAL INFORMATION  
NOT FOR PUBLIC DISTRIBUTION**

This is not only a State Law (RSA 227 C:11) but Federal Law (36 CFR PART 800.11 (c) (1) and related sections). If you have any questions about this additional requirement please contact me at 603-271-2813.

